## How to Allocate Product to Girls in eBudde




Ser. Units 13 Souh Hunington (612) 613 Harborwoods (6 14 Babylon (614) 615 Commack (615) (617 Wesk (617) 618 Sachem/Holbrook/ (618) 619 Amityville (619) 620 Copiague (620) 623 W Babylon (623) 624 Lindenhurst (624)

Troops
Troop Council191 Toop 5
roop 6
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* When you sign in you will automatically be brought to this screen.
* Click on the Transactions tab to make sure Council has added in your Booth Sale or released your Catch-up order

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You will see a list of the transactions for your troop. Make sure you have confirmed your Catch-Up Order transactions after they have been released in the Cupboard.


* Click on the Girl Orders tab.

The Difference row shows what was sold at your booth sale or what was ordered through the cupboard. This is what you will be allocating to the girls. (Keep in mind if you did not round down or have extras from Digital Cookie, the number of boxes will combine here.

* Click on a girl's name to continue.


Click on +Order


If it was a Booth Sale, divide up the cookies sold by the girls and put the cookie boxes allocated for the girl in proper box. Enter the deposit amount that matches the number of cookies allocated to this girl. (One deposit is still made for the entire troop. Individual deposits are not necessary) Click Save


Use the drop-down Switch to Girl to choose the next girl to allocate to and repeat the previous steps. When done go to the Girl Orders tab and make sure all boxes have been allocated. The difference row should be at 0 .

